

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 03-28

ISSUE DATE: 11/21/2003
DISPOSAL DATE: Ongoing

RE: TIME REPORTING BY
PRIVATE W-2 AGENCIES

To: W-2 Agency Directors

From: Bettie A. Rodgers /s/
Division Administrator

PURPOSE

This memo communicates CORE line codes for time reporting by private W-2 agencies related to the combined application system for W-2, Food Stamps, Medicaid, and Child Care Programs.

BACKGROUND

Administrator's Memo 03-07 explained the Wisconsin Statute requirements for coordination between W-2 agencies and counties or tribes to ensure effective administration of the federally required joint application process for TANF and Medicaid/Food Stamp Programs. The requirement is for W-2 agencies who have applicants interested in Food Stamps and Medicaid to initiate the application process by generating the Request for Assistance (RFA) and scheduling the intake interview with the agency that will complete the eligibility determination.

When W-2 agencies are performing these functions for applicants interested in Food Stamps and Medicaid only, these costs need to be charged to codes that reflect the work performed. In addition, when the W-2 agency is performing work that reflects common information in the shared application process, these costs need to be charged to codes that reflect the shared nature of that activity.

NEW CODES

W-2 agencies that are private agencies are required to do 100% time reporting. In order for their time reporting to accurately reflect the above costs, the following new codes must be used.

Code	Activity	Description
0995	Request for Assistance: Food Stamps only	Use this code when completing an RFA when the applicant is requesting only Food Stamps. Include time spent scheduling the eligibility determination appointment with the County agency responsible for Food Stamp Administration.
0996	Request for Assistance: Medical Assistance only	Use this code when completing an RFA when the applicant is requesting only Medical Assistance/Medicaid. Include time spent scheduling the eligibility determination appointment with the County agency responsible for Medical Assistance, Medicaid, Badger Care (etc.) Administration.
0997	Request for Assistance: IM/W-2	Use this code when completing an RFA for an applicant who is applying generally to see for what services he/she will qualify. Include time spent scheduling appointments for eligibility determination with the appropriate parties.

If an applicant is requesting only Food Stamps and Medicaid, split the time reporting 50% to each code.

These codes will be incorporated into the CORE Line Codes Definitions, which will be converted and updated from CARS profiles and on line early in 2004.

ACTION NEEDED

Begin immediately to use the above described codes to reflect both shared and Food Stamp/Medicaid specific activity.

Use the new Private Agency W-2 Expenditure Report form that contains these line codes. The new report form can be found on the CORE Reporting site at:

<http://www.dwd.state.wi.us/dws/bds/core/>.

CONTACT FOR QUESTIONS

If you have any questions about this memo, please contact the Department's Contract Manager (Area Administrator) in the Regional Office.